



## CITY OF ATLANTA

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Kasim Reed  
Mayor

DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

December 04, 2014

### INTERESTED PROPONENT:

#### Re: FC-7784, Document Control Scanning Services

Attached is one (1) copy of **Addendum No. 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact the following personnel for the respective solicitation: for FC-7784, Mr. Sherif Yassin, Contracting Officer, at (404) 330-6698, or via email at [syassin@atlantaga.gov](mailto:syassin@atlantaga.gov).

Sincerely,

  
Adam L. Smith

ALS: ssy

**Addendum No. 2**

**Re: FC-7784, Document Control Scanning Services**

December 4, 2014

Page 2

This Addendum forms a part of the Request for Proposal and modifies the original solicitation package as attached:

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Proposals are due **Wednesday, December 10, 2014**, and should be time stamped no later than **2:00 p.m. EST** on this day, and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S.W.  
City Hall South, Suite 1900  
Atlanta, Georgia 30303

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**\*\*\*All other information remains unchanged\*\*\***

**Addendum No. 2**

**Re: FC-7784, Document Control Scanning Services**

December 04, 2014

Page 3

**Acknowledgement of Addendum No.2**

Proponents must sign below and return this form with its proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgement of receipt of this addendum on this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Legal Company Name of Respondent

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Attached

**MODIFICATIONS ARE INDICATED IN BOLD ITALIC FACE TYPE**  
**PROJECT NUMBER FC-7784 – DOCUMENT CONTROL SCANNING SERVICES**

**ADDENDUM #2**

**1. PART 5 – FORMS OF SERVICES AGREEMENT; EXHIBIT A – GENERAL SCOPE OF SERVICES**

Delete:           Exhibit A – General Scope of Services, in its entirety.

***Replace with:   Exhibit A – General Scope of Services, attached to this Addendum.***

***Note: Only Section 2.4 Retaining of Scanned Copy was added to the General Scope of Services, which was already issued in Addendum No. 1.***

**2. PART 5 – FORMS OF SERVICES AGREEMENT; EXHIBIT B – AUTHORIZING LEGISLATION**

***Note:       This will be included in the final Contract document.***

**EXHIBIT A**  
**GENERAL SCOPE OF SERVICES**

**1.0 SCOPE OF SERVICES**

1.1 There are two (2) specific components to the Scope of Services:

1.1.1 Scanning

1.1.2 Indexing

The City of Atlanta requires Consultant to have sufficient resources to efficiently meet their scanning and Indexing Services needs in an efficient and accurate manner.

Consultant shall provide all labor, materials, tools and equipment required for Scanning, Indexing and Imaging Services for the City of Atlanta.

1.2 **Confidentiality, Accuracy and Security of Documents:** The documents contain sensitive information such as building plans, intellectual property rights and other proprietary information. It is therefore critical that the proponent understands the security requirements of the documents; and further understands that these documents are irreplaceable and must be safeguarded.

1.3 **Handling and Receiving of Documents:** Upon receipt of documents, from the City, the Consultant assumes sole responsibility for the safekeeping and security of the documents. Consultant shall ensure record integrity by providing a secure and dry location; and shall provide safeguards against theft, loss, and/or damage. The Consultant shall be liable for lost, stolen and/or damaged documents.

1.4 **Tracking and Inventory of Documents:** The Consultant shall inventory and acknowledge the receipt of all items. It is intended that the Consultant will maintain an automated tracking system to allow for the retrieval of any document that is in-process. Any inventory discrepancies between the transmittal provided by the City's Records Management Department and the items received by the Consultant are to be resolved within 3 calendar days of document turnover.

After scanning/Indexing services have been completed and documents are ready to be returned to the City, the Consultant will be required to perform a final quality control step which compares the final output to the manifest provided by the City to ensure that every document has been scanned and indexed.

## 2.0 Transportation – Pickup

2.1 The Consultant is responsible for the pick-up of the DOA documents. The DOA and the awarded Consultant will mutually develop a procedure, (preferably utilizing a bar code system) as well as a pickup and delivery schedule. The City's plan is for weekly pickups. The City will determine the pickup locations.

2.1.1 Projects, consisting of large and small format documents, will be transported from the Department of Aviation facilities to Consultant facility for processing.

2.1.2 Pickups and deliveries of projects will be on a schedule determined by the Planning and Development Bureau, at the following address:

Department of Aviation  
Technical Support Campus  
Document Control  
1255 South Loop Road  
College Park, GA 30337

2.2 The successful Consultant must be located within the Metropolitan Atlanta and surrounding area. Routine pickups are to be made within forty-eight (48) hours of notification, excluding weekends and holidays. Orders are to be called in, faxed, or e-mailed to the Consultant. The successful Consultant will deliver items on weekdays from 8:00 a.m. to 5:00 p.m. to the above specified location.

2.3 **Record Accessibility:** The City must have access to original documents supplied to the Consultant for Scanning and/indexing services in the event a document is needed. The Consultant will provide the ability to locate and return to the scanned copy of the original in the timeframe specified by the City. In some cases the original document will be needed and must be returned to the City with 24 hrs.

2.4 ***Retaining of Scanned Copy: The Consultant must retain a master copy of the electronic images for at least ninety (90) days after the delivery to client. This is to ensure that scanned images have been QA/QC and uploaded in the system.***

3.0 **Scanning Preparation Requirements:** Consultant shall perform "Document Preparation" as necessary to scan all files.

3.1 **Preparation of Documents to be Scanned:** This includes removing all staples and paperclips, repairing all torn documents with non-reflective tape, straightening

all folded plans and mounting any irregular size memorandum on standard 8 ½ " x 11" paper and other wise make the documents ready for processing.

### **3.2 Quality and Production:**

- 3.2.1 All data must be preserved in a form identical to, or functionally equal to, the original record.
- 3.2.2 Scanned images shall be placed on a DVD, external hard drive, or other appropriate approved media for delivery to the City.
- 3.2.3 Each scanned image shall have a unique file name specified by the City.
- 3.2.4 Documents shall be rotated to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation.)
- 3.2.5 Files should be scanned at a minimum of 300 DPI or better and should have Optical Character Recognition (OCR).
- 3.2.6 Consultant shall perform a consistency check on 20 % of the images. This shall include image clarity, orientation, and accuracy.
- 3.2.7 Report and discuss any problem images that cannot be captured to meet benchmark specifications.
- 3.2.8 A document may consist of one or many pages. If the document has more than one page this document must be scanned as a multi-page document
- 3.2.9 Consultant invoices shall denote the number of scanned pages being billed for the current invoice, as well as the total number of pages billed to date.
- 3.2.10 Small format documents frequently include large format sheets. These large format sheets will be scanned and appended to the end of the small format sheets and delivered in a multi-page .PDF file.

### **4.0 Indexing requirements:**

- 4.1 All documents will be individually indexed according to the following criteria:  
This information will be on a cover sheet on each individual document:

- i. File Name
- ii. Document Number
- iii. Document Date
- iv. WBS Number
- v. FC Number
- vi. Element Number
- vii. Project Name
- viii. Description

- ix. Subject
- x. Revision Date
- xi. Division
- xii. Business Unit
- xiii. File Category
- xiv. File Type
- xv. To:
- xvi. From:
- xvii. Date Received
- xviii. From Firm

4.2 All documents will be individually indexed as outlined below:

- 4.2.1 Indexing/metadata information such as **File Name, Document Type** etc., will originate from the **Criteria List** outlined in 4.1.
- 4.2.2 Files will be transmitted in .pdf format along with a **Cover Sheet**.
- 4.2.3 Each file will be identified by some or all components from the Criteria List.
- 4.2.4 The metadata provided on each cover sheet is the File Identifier. It is therefore critical that close attention is given to the naming convention of each record.
- 4.2.5 Each .pdf file must be named according to the metadata specified.
- 4.2.6 Consultant shall transfer Metadata to an Excel spreadsheet to facilitate file upload into a **Digital Document Management System**.

4.3 Consultant can suggest a more robust way of capturing indexing scanned information

5.0 **Reassembly of Documents:** Consultant shall reassemble documents as follows:

Large format plan sets will be re-rolled, rubber banded, and put back in original containers.

5.1 Small format documents will be put back into original folders.

6.0 **Source Documents:**

- 6.1 Drawings that are primarily E size (Anticipated largest is 36" x 48")
- 6.2 Letter and Legal size documents (Anticipated largest is 11' x 17")
- 6.3 CD and/or DVD's
- 6.4 Pictures

7.0 **Estimated Quantity:**  
(To Be Determined)